I. INTRODUCTION

A. **Course Description**: Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

B. **VNSG 1119** is a required course for completion of the Vocational Nursing Certificate Program.

C. This course is occupationally related and serves as preparation for careers in Vocational Nursing.

D. **Prerequisites**:  
   1. Current Health Care Provider BLS course completion  
   2. Admission to the Central Texas College Vocational Nursing Program  
   3. Satisfactory completion of all previous semester courses

E. **Co-Requisites**:  
   Fall Admission VNSG 1331, VNSG 1238, VNSG 1400, VNSG 1409, VNSG 1560  
   Spring Admission VNSG 1331, VNSG 1238, VNSG 1409, VNSG 1410, VNSG 2560

F. **Policy**: Dependent on Spring or Fall admission, the student will refer to the specific curriculum chart and follow that progression pattern.

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

   Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F). The DECs competencies that are implemented in VNSG 1119 are also alphanumeric coded as Provider of Patient-Centered Care, Patient Safety Advocate, Member of the Health Care Team and Member of a Profession.

   The DECs are located at  
   [https://www.bon.texas.gov/.../differentiated_essential_competencies-2010.pdf](https://www.bon.texas.gov/.../differentiated_essential_competencies-2010.pdf)
II. LEARNING OUTCOMES

Upon successful completion of this course, (Leadership & Professional Development), the student will:

A. Identify the members of the Health care system and the nursing personnel who are part of the health care team, according to: education, role and responsibilities, licensing and sites of employment.  (C5, C9, C15, F1, F15)

B. Describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management. (C1, C4-C7, C9, C12, C15, C16, F5, F8, F9, F13)

C. Discuss the role of professional organizations and regulatory agencies. (C15, F1)

D. Identify criteria and appropriate resources for continuing education (C5, C8, F1, F2).

E. Demonstrate job seeking abilities including interview skills, and creating a resume, cover letter, and letter of resignation (C15, F2, F16, F17).

F. Describe the NCLEX-PN framework and application process, as well as the CAT method of testing (C5, F11, F13).

G. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data. (B1, B4, B5)

Demonstrate an understanding of the following Differentiated Essential Competencies (DEC’s)

1. **Provider of Patient-Centered Care**:
   A. Knowledge 1-4
   B. Knowledge 1, 4-5, 8, 10, 12
   C. Knowledge 1-2
   D. Knowledge 1-5
   E. Knowledge 2-3, 8-9
   H. Knowledge 1-3, 5-7

2. **Patient Safety Advocate**
   A. Knowledge 1-6
   B. Knowledge 5
   D. Knowledge 1
   E. Knowledge 1-2
   F. Knowledge 1-2

3. **Member of The Health Care Team**
   A. Knowledge 1-5
   B. Knowledge 1-4
   C. Knowledge 1-2, 4, 7-8
   D. Knowledge 1-4
   E. Knowledge 1-3
   G. Knowledge 1-4
   F. Knowledge 1-4
4. **Member of a Profession**
   A. Knowledge 1-4
   B. Knowledge 1-8
   C. Knowledge 2-5
   D. Knowledge 1-4

H. “Quality and Safety Education for Nurses (QSEN) project core competencies will be taught and evaluated in relation to the course objectives and content. Those core competencies are Patient Centered Care, Teamwork and Collaboration, Best Practices, Quality Improvement, Safety and Informatics.”

I. Utilize therapeutic communication techniques with patients who have common medical-surgical health problems.

J. 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 A3; PPCC B2, B5; MHCT D4).

### III. INSTRUCTIONAL MATERIALS

A. **Instructional Materials**
   1. The instructional materials for this course are viewable through [www.ctcd.edu/books](http://www.ctcd.edu/books)
   2. Course materials can be found at [https://ctc.blackboard.com/webapps/login/](https://ctc.blackboard.com/webapps/login/)
   3. Non-scientific calculator
   4. Mechanical Pencil
   5. Scantrons (4) provided to instructor at beginning of semester

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 also required.

C. **Supplementary Materials**: Various electronic media systems, computer software, websites, experiential group exercises, and simulated situations as suggested by the faculty to enhance clinical practice in nursing are used.

D. **References**: Current professional nursing journal article readings may be required when preparing for learning experience.

E. **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.

F. 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.
IV. COURSE REQUIREMENTS

A. Preparation for Class: In preparation for any unit of study, it is suggested that the student first read the objectives and then the assigned required reading. An orientation to class will be provided on the first class day; students are expected to participate verbally in a variety of classroom activities/discussions. Weekly quizzes may be given prior to the start of lecture, covering the assigned reading material for the week. It is recommended that the student complete the study guide and view appropriate ATI DVD's prior to class.

B. Written Assignments:
   1. Written assignments must be submitted for grading on the designated due date. Late papers will receive a grade of “0” unless an extension of the due date was negotiated with the instructor prior to the time the assignment was due. Assignments are due at the start of class on their due dates, no exceptions, and written copy only. **Instructor will not accept assignments via email, or any other electronic submissions.** In the event a class is canceled and an alternative assignment is provided, a failure to complete any assigned coursework to include concept maps, VCE’s, ATI, or other instructional material will result in an absence.
   2. **ATI Testing and remediation:** It is mandatory for VN student’s at all three levels of the program to participate in the Assessment Technologies Institute (ATI) comprehensive assessment and review program. Detailed diagnostic reports at the end of the semester (online exams) provide the student immediate results and opportunity for remediation. Failure to achieve satisfactory results will require student to provide proof of satisfactory remediation. Remediation results must be submitted to the course instructor as specified. Failure to remediate could result in the student not being permitted to start subsequent classes. Failure to take an exam will result in course failure. With prior notification of the instructor, accommodation for an alternate examination date will be considered on an individual basis.

C. Class Performance
   1. **Attendance Policy:** In accordance with Central Texas College Student Handbook and Catalog: students are expected to attend all classes in which they are enrolled. There may be a 10% reduction of your final course average for three (3) tardies and/or three (3) absences. The 4th absence will result in a withdrawal from the course. Leaving early will count as a half day absence. For further details, see the VN Student Handbook. In order to keep interruptions to a minimum, the classrooms doors will be closed once lecture begins. If you are late, you are expected to wait until the first classroom break to enter the class. If you decide to leave for more than half the allotted class time, you will be marked as absent; otherwise you will be marked as tardy. Leaving for more than half the lecture time will result in an absence. No seats in the classroom are reserved and may be assigned by the instructor. **This course is only 50**
minutes. Being tardy will result in missing half of the days lecture material and could result in a course failure if tardiness or absences are excessive. **Should a student fail to attend mandatory clinical orientation, they will immediately be administratively withdrawn from clinical and all co-requisite didactic courses. Refer to your DONAH Student Handbook**

All students are required to attend the semester General Assembly on the designated day and time each semester as posted.

Following an illness or other medical or mental health related event, during the duration of clinical/classroom enrollment, the student will be required to obtain a release form the healthcare provider prior to returning to the clinical/classroom area.

Please see Blackboard or the Department of Nursing & Allied Health Office for the official form.

2. Faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility

3. No cell phones out during class time. It is recommended to leave cell phones in bag or purse and check messages or make appropriate calls during class breaks.

4. You may use laptops or tablets to take notes. If utilizing such devices for anything other than the current course material you may be subjected to a disciplinary referral for incivility.

D. **Classroom Participation** is expected by each individual to successfully pass VNSG 1119. If a student refuses not to participate, you will be removed from the course for the day and receive a disciplinary referral for incivility. All assignments, group, and individual work is mandatory. Attempting to study for another course will be considered a refusal to participate in class activities.

E. **Progression**: This course has pre-requisites and co-requisites that apply. Students must obtain a 70% average grade to successfully complete this course. If unsuccessful, this course must be repeated. Students must show proof of successful completion of the Jurisprudence examination. Examination grades alone will not ensure successful completion of the course.

F. **Academic Integrity/Scholastic Dishonesty**: The following statement is published in the Central Texas College Catalog:

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 will be 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** - (a) using another’s work as one’s own, or (b) 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.

All Vocational Nursing students are expected to abide by this policy. Falsification of attendance records is considered a violation of academic integrity. Obtaining or utilizing “Test Bank Materials” from any current or obsolete textbook, is considered scholastic dishonesty.

G. **Office Hours**: Students must make an appointment to meet with an instructor outside of classroom time. Each instructor keeps office hours for the purpose of conferring with students. Students are encouraged to make appointments with instructors to discuss their needs and/or problems related to their studies. Appointments for review of examination results must be completed prior to the next scheduled exam. Please go through the secretary to be announced.

H. 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.

V. **EXAMINATIONS**

Dates of the examinations are posted on the daily calendar/plan which is available to students at https://ctc.blackboard.com. Attendance on examination dates is expected. In the event a student is unable to attend a scheduled exam, **prior notification** to VN course instructor (not clerical staff) is required. **E-mail notification is not acceptable**. If a student fails to provide prior notice, it will be considered a “No Call/ No Show” and they will receive a grade of “0” for that exam, quiz, or assignment. Make up examinations may/will be in an alternate format such as essay or fill in the blank. Students are responsible for making arrangements with the instructor to make up the examination within the week. Makeup examinations will be the following Friday of the Tuesday the test was originally administered at 1200 with adjunct faculty. The student must arrive before 1130 or may be locked out of the nursing department. Failure to do so will result in a grade of a zero for that examination. If the rescheduled opportunity is missed there will be no other opportunities afforded. ScanTrons® are the only source utilized in calculating examination scores and students will not have access to the ScanTrons® once they have been turned into the instructor.

1. ScanTrons® are the only source utilized in calculating examination scores and students will not have access to the forms once they have been turned into the instructor. The students CTC Badge Id # will be used on the scantrons. Failure to write the ID number and bubble in the scantron will delay the grading of your test.
2. On examination day, the following rules will apply. All backpacks or book bags of any kind will be placed at the back of the classroom. Cell phones are to remain in your bag and turned off. **No drinks, food, hats, watches or jackets allowed on exam days.**

3. **There are no extra credit assignments in VNSG 1119 and grades are not rounded.**

4. A student scoring 70% or less on any exam must make an appointment with the course faculty to exam review and counseling. Appointments are optional for scores higher than 70%. The appointment must be made with the faculty within one week of examination date.

   Examination grade alone will not ensure successful completion of the course.

**VI. SEMESTER GRADE COMPUTATIONS**

The criteria utilized for grade computation will be determined by the course instructor and discussed on the first day of class. The faculty reserves the right to adjust the student classroom grade based upon classroom behavior/civility/performance. There are no extra credit assignments in VNSG 1119 and grades are not rounded. Tests questions will be worth 1.0 point each.

The course grade is computed on the following:

- **Test I** Multiple Choice 40 points
- **Test II** Multiple Choice 40 points
- **Test III** Case Study Exam 40 points
- **Test IV** Nursing Jurisprudence 40 points
- **Comprehensive Final (MC)** 50 points

**Total Exam Points = 210 points**

Minimum requirement to pass VNSG 1119 is a 70% (147/210) or greater average on course exams. No points will be added for additional assignments until you have achieved a 70% or greater on course exams. Grades will not be rounded.

Additional assignments include the following:

- **TBON/NCLEX Assignment** 20 points
- **TPAPN Assignment** 20 points
- **Leadership Styles Poster Board** 100 points
- **Interview Assignment** 10 points
- **Portfolio** 40 points

**Total assignment points = 190 points**

Total Points for Course = 400. You must have a total of 70% (280/400) of the course points to be successful in VNSG 1119 and progress in the Vocational Nursing Program.
VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student. Application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16 week fall and spring semesters. The deadline for sessions of other lengths is as follows:

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10 week session: Friday of the 8th week
- 8 week session: Friday of the 6th week
- 5 ½ week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdrawal is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course . . .” Prior approval from the instructor is required before the grade of “I” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final grade and an “F” for the course.

D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory. Failure to abide by this rule may result in points deducted from final grade. You may be asked to leave the class if you are caught texting during lecture. No phone pictures or videos are allowed during lecture.

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/

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

J. 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).

K. Values and Ethics in Nursing: ANA Code of Ethics. Students are expected to
demonstrate commitment to the following values and ethical principles believed
to be inherent to the nursing profession:

1. Altruism- Concern for the welfare of others seen through caring, commitment,
and compassion
2. Human Dignity- Belief in the inherent worth and uniqueness of the individual
seen through respect, empathy, humanness, and trust
3. Truth- Faithfulness to fact seen through honesty, accountability, and
authenticity
4. Justice- Upholding moral and legal principles seen through courage,
advocacy, and objectivity
5. Freedom- Capacity to exercise choice seen through openness, self-direction,
and self-discipline
6. Equality- Having the same rights and privileges seen through acceptance,
tolerance, and fairness
7. Esthetics- Identifying the qualities of objects, events, and persons that provide
satisfaction as seen through creativity, sensitivity and appreciation

VIII. COURSE OUTLINE

The learning outcomes for VNSG 1119 are stated under Roman Numeral II of this
syllabus.
Unit objectives are stated at the beginning of each chapter of the required text.

A. Unit 1
   1. TBON, NCLEX, & Jurisprudence Assignment
   2. Chapter 9
   3. Chapter 11
   4. Chapter 12

B. Unit 2
   1. TPAPN Assignment
   2. Chapter 13
   3. Chapter 14
   4. Chapter 15

C. Unit 3
   1. Interview Assignment
   2. Portfolio Assignment
   3. Chapter 20
   4. Chapter 21

D. Unit 4
   1. Jurisprudence Assignment & Certificate of completion/Exam 4
   2. Chapter 20
   3. Chapter 21
   4. Chapter 22
   5. Chapter 23
TBON, NCLEX, & Jurisprudence Assignment: 20 points

Students will answer a series of questions guided toward understanding the NCLEX Examination, TBON, and Jurisprudence procedures to include when to apply and fees associated with each. **Typed preferred, if hand written MUST be neat and legible. This assignment is mandatory for course completion.**

TPAPN Assignment: 20 points

Students will answer questions and submit regarding TPAPN as it applies to the medical field and nursing. **Typed preferred, if hand written MUST be neat and legible. This assignment is mandatory for course completion.**

Group Project: Leadership Style Poster: 100 points

Students will plan and organize an **integrated Leadership Style Poster Board.** Use elements necessary to leader (content) spacing, margins, colors, and layout to maximize and list pertinent information about the assigned leadership style. Students will learn to collaborate, work in teams, and communicate effectively while being creative and achieving outcomes and being creative. This includes submitting peer evaluation on group peers and self. **This assignment is mandatory for course completion. See grading rubric in Blackboard.**

Interview Assignment: 10 points

Students will be provided with commonly asked interview questions uploaded onto Black Board. Students will be graded on the responses provided. **Typed preferred, if hand written MUST be neat and legible.**

**This assignment is mandatory for course completion.**

Portfolio Guidelines: 40 points

- The **purpose of a resume** is to provide a summary of your skills, abilities and accomplishments. It is a quick advertisement of who you are. It is a "snapshot" of you with the intent of capturing and emphasizing interests and can secure you an interview.

- The **purpose of the cover letter** is to introduce yourself to an organization, demonstrate your interest in the company or a specific vacancy, draw attention to your resume and motivate the reader to interview you. Often this letter is the first contact you have with a prospective employer.

- A **student portfolio** is a compilation of academic work and other forms of educational evidence assembled for the purpose of (1) evaluating coursework quality, learning progress, and academic achievement; (2) determining whether students have met learning standards or other academic requirements. www.google.com
o Search the Internet for sample and examples. Be sure to avoid scented and colored paper. White or light crème is standard. Simple elegance. Write this assignment to a real employer you plan to apply for. The feedback I will provide which can help you secure that position you really want!

The assignment must be submitted in a 1 to 2 inch, 3 ring binder, hole punched. Only place the portfolio items in plastic sleeve covers. Also, submit a copy of the grading criteria sheet or the assignment will NOT be accepted/graded. This assignment is mandatory for course completion. See grading rubric in Blackboard.

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My signature acknowledges that I have read and understand the syllabus, course format and testing policy for VNSG 1119, Leadership & Professional Development, and I agree to abide by the terms set forth in this document.

________________________________________
Printed Name

________________________________________  __________________________
Signature                                      Date