CENTRAL TEXAS COLLEGE
VNSG 1160
Clinical-Practical Nurse I
Semester Hours Credit: 1

Instructor: ____________________________

Office Hours: __________________________

I. INTRODUCTION

A. Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. The concepts of communication, caring, community and clinical reasoning are used throughout the course.

B. VNSG 1160 is a required course for the completion of the Vocational Nursing Certificate Program.

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

D. Prerequisites:
   1. Admission to the Central Texas College Vocational Nursing Program
   2. Completion of Health Care Provider BLS course
   3. VNSG 1323 Basic Nursing Skills
   4. VNSG 1222 Vocational Nursing Concepts
   5. VNSG 1126 Gerontology
   6. VNSG BIOL 2401 Anatomy and Physiology II
   7. HPRS 2300 Pharmacology

E. Corequisites:
   1. VNSG 2331 Advanced Nursing Skills
   2. VNSG 1227 Essentials of Medication Administration

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) of graduates of Texas Vocational Nursing Educational Programs:

   Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F). The Differentiated Essential Competencies (DEC’s) that are implemented in VNSG 1160 are also alphanumeric coded as Member of Profession (MOP), Provider of Patient-Centered Care (PPCC), Patient Safety Advocate (PSA), and Member of the Health Care Team (MHCT). The DECs are located at: https://www.bon.texas.gov/.../differentiated_essential_competencies-2010.pdf
II. LEARNING OUTCOMES
As outlined in the learning plan, upon successful completion of this course, (Clinical-Practical Nurse I), the student will:

A. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation. (MOP 1, 2) (PPCC 2) (PSA 1, 2) (MHCT 1, 2) (C3, C6, C9, C15, C19, F9, F16)

B. Demonstrate legal and ethical behavior. (MOP 1, 2) (PSA 1, 2) (C14, F15, F17)

C. Demonstrate safety practices. (MOP 1) (PPCC 2) (PSA 1, 2) (C5, C16, F8, F17)

D. Implement current practice guidelines set forth by Occupational Safety & Health Administration and the National Institute for Occupational Safety and Health, related to safe patient handling and ergonomics. (MOP 1, 2) (PPCC 2) (PSA 1, 2) (C5, C16, F8, F17)

E. Demonstrate interpersonal and teamwork skills (MOP 2) (MHCT 1, 2) (C9, C10, C14, F15)

F. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation. (MOP 1, 2) (PPCC 2) (PSA 2) (MHCT 1) (F2, F5, F6)

G. Utilize a systematic approach to planning and implementing care. (MOP1) (PPCC 1, 2) (PSA 2) (C6, C15, F12)

H. Demonstrate competency in dosage calculations. (MOP 2) (PSA 1) (F3, F9)

I. Demonstrate safe patient handling and movement using ergonomic principles. (C3, 15, 18-20) (PSA)

J. Demonstrate interventions utilizing standard precautions, infection control, medical and sterile asepsis appropriately. (C3, 5-7, 18-19; F12) (PSA A2-5; B1-9; C1-2; D1-3; E1-4; F1)

K. 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.

III. INSTRUCTIONAL MATERIALS

A. Instructional Materials
1. The instructional materials identified for this course are viewable through www.ctcd.edu/books
3. Access to Evolve web page at http://evolve.elsevier.com
5. #2 Mechanical Pencils
6. Supplies:
   1) Lab kit
   2) Nursing Uniform in compliance with DONAH dress code.

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 and Vocational Nursing courses (RNSG, VNSG 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, VNSG 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. Supplementary Reading:
Selected web sites:
http://www.aap.org
http://bon.state.tx.us
http://www.cdc.org
http://www.diabetes.org
http://www.nih.gov
http://www.nursingworld.org
http://www.who.int/en

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

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 VNSG 2331. 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 Practice, Quality Improvement, Safety, and Informatics.

IV. COURSE REQUIREMENTS

A. Reading Assignments:
In preparation for any clinical experience it is suggested that the student read reference material from previous nursing courses, the textbooks, and journal articles relevant to the client’s condition.

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

1. Clinical Requirements:
A student must meet the requirements for admission to the clinical site as outlined in the Department of Nursing and Allied Health VN Nursing Student Handbook. The student is to provide his/her own transportation to the assigned clinical site. The student is responsible for completing the preclinical facility legal documentation requirements and obtaining the appropriate vehicle decals at the designated time. **Failure to do so will result in 0 points for the day.** The Department of Nursing and Allied Health reserves the right to change a student’s clinical placement if the Department determines that a change is necessary.

The student will be required to attend mandatory facility in-processing and/or training and/or orientation which may be at times other than regularly scheduled clinical/class hours. The student will not be able to attend clinical without required mandatory training.

Failure to comply with the mandatory requirements for admission to the affiliated facility or failure to attend the designated orientation as scheduled and on time will result in administrative withdrawal from the clinical course.

A student must inform the faculty if they are assigned to a nursing care area/unit on which they are employed.

Clinical placements for a student are ultimately at the discretion of the faculty members for each clinical course.

A student may not work the night shift immediately prior to the beginning of the clinical day shift.

Student(s) are not allowed to leave the clinical facility during the assigned clinical hours unless prior approval is granted by the faculty and documented by the student and the faculty.

The student will provide documentation to the Department of Nursing and Allied Health denoting current immunization requirements (including the flu vaccine), annual 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a PPD or blood test is required.
annually. If a history of positive PPD, then a chest x-ray or QuantiFERON®-TB interpretation must be current and updated each year. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray, and American Heart Association CPR for Health Care Providers validation through the end of the semester.

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

2. Clinical Assignments:
The student will care for adult health to gerontology clients at various facilities in the Central Texas area. These include, but are not limited to, hospitals, outpatient clinics, long-term care facilities, and schools.

3. Written Assignments:
a. The student is required to pass a Clinical Conversion Math Exam with a score of 90% or greater prior to the beginning date of the clinical rotation. A maximum of three attempts are permitted. If the student is unable to score 90% or higher after three attempts, he/she is considered unsafe for practice in the clinical area in the medication experience. Therefore, the student will be unable to meet course objectives. This will result in course failure.
b. All written assignments are to be completed independently unless instructed otherwise. All assignments are to be submitted at the designated time. Late submission of any assignment will result in zero (0) points. See Section B- 4, 6; D- 1, 2, 3, 4, & 5 of your Clinical Evaluation Tool.

4. HESI Testing and Remediation: It is mandatory for VN students at all three levels of the program, to participate in the HESI 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 on the proctored HESI exams requires the student to remediate. Failure to remediate could result in the student not being permitted to register for subsequent classes. Failure to take an exam will result in course failure.

5. 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 VNSG 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: VNSG 2331 (Fundamentals of Nursing), VNSG 1301 (Mental Health), VNSG 1429 (Medical/Surgical Nursing and Pharmacology), and VNSG 1432 (PN Exit).

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 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 3:** The PN Exit exam will be given during semester three in VNSG 1432. The exam will be administered and completed on the scheduled dates. Two attempts will be required for completion of the PN Exit exams. The PN Exit exams provide a conversion score, which is a weighted percentage score. The highest conversion score attained will be used as the student’s final exam grade.

All HESI PN Exit Exams (two) are mandatory for all third semester students. All students who obtain a score of 901 or greater are required to complete 2 hours of remediation **PRIOR** to taking the PN Exit 2 exam. Students obtaining 900 or less are required to complete 4 hours of self-remediation **PRIOR** to taking the PN Exit 2 exam. Any student not passing the PN Exit 1 exam with a recommended score of at least 850 must schedule a counseling session with a faculty facilitator and remediation **must** be documented. Counseling and remediation are mandatory, failure to take both exit exams 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.

**Clinical Performance:** The student’s performance is governed by the current Nursing Practice Act and the current Department of Nursing and Allied Health Vocational Nursing Student Handbook. A student in the Central Texas College Vocational Nursing Program will act in compliance with the Nursing Practice Act and the Rules and Regulations of the Texas Board of Nursing regarding professional boundaries. Crossing or violating professional boundaries may result in disciplinary action against the student. Examples of boundary crossings or violations may include (but are not limited to) unauthorized visits to clients outside of assigned clinical hours or after the professional relationship with a client has ended, giving gifts to clients, accepting gifts from clients, etc. Refer to website:
http://www.bon.state.tx.us for rules relating to unprofessional conduct as defined by the Texas Administrative Code.

Students will be under the direct supervision of a CTC Faculty in the implementation of all invasive procedures. Faculty will have discretion in allowing students to perform these procedures independently. Students are expected to always consult with the faculty prior to any invasive procedure regardless if supervised or performed independently. At no time are students allowed to practice any invasive procedure(s) on any human or animal. Consequences will fall under the prevue of the Department of Nursing and Allied Health per professional standards.

Students will NOT be permitted to:
1. Administer IV push medications to assigned clients/patients (expect normal saline flushes).
2. Administer blood components and/or blood derivatives.
3. Visit clinical sites without the presence of a Faculty Member.
4. Administer oxytocin.
5. Administer Intravenous magnesium sulfate
6. Administer experimental drugs
7. Administer anti-neoplastic medications.

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.

Cell phones will be turned off while the student is in the classroom, laboratory, or clinical area.

Clinical performance will be graded on daily basis and recorded on the Clinical Evaluation Tool which is found in Blackboard under VNSG1160.

D. Preparation for Clinical: Students are required to read the course syllabus posted on Blackboard prior to clinical. Syllabus acknowledgement signature page is to be signed and turned in to your clinical instructor on the first clinical day. An orientation to clinical will be provided on the first clinical day; students are expected to participate verbally in a variety of clinical activities/discussions. Students who come to the clinical area without evidence of required preparation (to include but not limited to: ID badge, homework, stethoscope, watch, pen light, etc.) will not be allowed to give client care and may be sent home. No points will be earned for missed clinical time.

E. Clinical Participation
a. Attendance Policy: VNGS 1160 adheres to the departmental attendance policy published in the Department of Nursing and Allied Health Vocational Student Handbook. There are no individual student clinical makeup days. Clinical attendance is mandatory. Students must notify the instructor via Blackboard or by clinical instructor contact phone number or e-mail prior to a scheduled clinical experience should the
student need to be absent. Contact information will be given on the first clinical day. Do not call the unit.

If a student calls in per CTC VN policy, four (4) points will be awarded. No additional points will be derived from any other assignment. If the student is a no-call-no-show, the student will receive a 0 for the day and given a counseling statement. If a no-call-no-show occurs again, then the student will be withdrawn from the course in failing status.

b. Clinical Absence Policy: This policy applies to only one day per semester regardless of the number of rotations within that specific clinical course. A student with a legitimate, properly documented excuse (doctor’s note, accident report, etc.) for a clinical absence, provided the absence call was made prior to the beginning of the clinical day, will be given an alternate assignment worth 75% of the total individual points for the day based upon the clinical objectives for the designated course or missed assignment. Based upon the student’s performance and completion of the assignment, points will be awarded as applicable on the clinical evaluation tool for the absent day.

Following an illness or other medical or mental health-related event, during the duration of clinical, the student will 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/clinical area. 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 and Allied Health office or Blackboard for the official form.

Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason, will be required to provide a “Student Nurse Medical Release Return to Class/Clinical” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30 days immediately prior to the clinical start date. The release must be submitted to the appropriate semester coordinator during the first week of the semester or one (1) week prior to the start date for a clinical course that does not start at the beginning of the semester. The form must be faxed or mailed from the health care provider’s office or submitted in a sealed envelope.
### Clinical Absence Policy:
This policy applies to **only one day per semester** regardless of the number of rotations within that specific clinical course. A student with a legitimate, properly documented excuse (doctor’s note, accident report, etc.) for a clinical absence, provided the absence call was made prior to the beginning of the clinical day, will be given an alternate assignment worth 75% of the total individual points for the day based upon the clinical objectives for the designated course or missed assignment. Based upon the student’s performance and completion of the assignment, points will be awarded as applicable on the clinical evaluation tool for the absent day.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Absence with instructor notification prior to scheduled clinical start time.</td>
<td>Student will earn 4 points for the day for following policies (element A-1).</td>
</tr>
<tr>
<td>Absence with no call to instructor (no call/no show).</td>
<td>Student will earn zero (0) points on each element for the day.</td>
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<tr>
<td>Second no call/no show.</td>
<td>Student will be administratively withdrawn from clinical in failing status.</td>
</tr>
<tr>
<td>Tardiness of greater than 30 minutes with instructor notification prior to scheduled clinical start time.</td>
<td>Student will be sent home and counted as absent (earn 4 points on element A-1).</td>
</tr>
<tr>
<td>Tardiness of greater than 30 minutes without instructor notification prior to scheduled clinical start time.</td>
<td>Student will be sent home and earn zero (0) points on each element for the day.</td>
</tr>
<tr>
<td>Tardiness of less than 30 minutes with instructor notification prior to scheduled clinical start time.</td>
<td>Student will have 1 point deducted from elements A-1, A-2, and A-3. Repeated tardiness may result in increased point deductions.</td>
</tr>
<tr>
<td>Tardiness of less than 30 minutes without instructor notification prior to scheduled clinical start time.</td>
<td>Student will earn 2 points for element A-1, and zero points for elements A-2 and A-3. Repeated tardiness may result in increased point deductions.</td>
</tr>
<tr>
<td>Leaving clinical prior to providing patient care.</td>
<td>Student will be administratively withdrawn from clinical in failing status.</td>
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<tr>
<td>Leaving clinical after beginning patient care but with less than 50% of the day completed.</td>
<td>Student will have 50% deduction from total points earned for the day. Repeat occurrences may result in increased point deductions.</td>
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<tr>
<td>Leaving clinical with more than 50% but less than 100% of the day completed.</td>
<td>Student will have 25% deduction from total points earned for the day. Repeat occurrences may result in increased point deductions.</td>
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### F. PROGRESSION:
Students must obtain an average of 70% in each clinical objective and meet a minimum of 75% or better in each critical element to successfully Complete VNSG 1160 and progress in the Vocational Nursing Program.

If failure or withdrawal for any reason occurs from any of the co-requisite vocational nursing courses, withdrawal from the corresponding clinical course (VNSG 1160 - Clinical Practical Nurse I) is required. (If withdrawal from theory courses VNSG 2331 withdrawal from VNSG 1160 is required).

### G. Academic Integrity: 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.

Falsification of attendance or clinical records is considered a violation of academic integrity. 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.”

VNSG 1160 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 VNSG 1160. Please use the phone at the reception desk to call the faculty member’s office before your appointment.

I. **Values and Ethics in Nursing:** 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.

J. **HIPAA:** In accordance with federal law, students will protect the privacy of individually identifiable patient information. Disclosure of patient information on all documents utilized by the nursing department, e.g. journals, and assessment forms, will be prohibited. If the facility permits copying of patient documents all patient data must be unidentifiable. Patient information disclosure via electronic means such as telephone, voice mail, PDA, email, camera, social networks, will be prohibited. Students are not permitted to remove any patient medical record from the clinical premises under any circumstances.

V. **EXAMINATIONS**

**Prerequisite Math Exam Policy:** Each student must complete a ten (10) item math exam with a grade of 90% or higher in VNSG 1160 prior to the first clinical day in order to administer medications and to progress in the course. The student will be required to **show their work and place the answer in the blank, including the appropriate unit of measure.** (This is not a multiple choice exam.) If unsuccessful (scoring less than 90%), the student must make an appointment with the course faculty for exam review and counseling after each exam. **Appointments are optional for scores >90%**. The student who pass the exam by 90% or higher will then perform required medication administration according to grading criteria provided in the course clinical evaluation tool.
If a student cannot attend the clinical conversion examination, the course coordinator/professor must be notified by phone or Blackboard at their office number or (254) 526-1266 or (254) 526-1890 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. Students requiring a make-up exam will report to the Lead Instructor of the course immediately to make an appointment for remediation. If the rescheduled opportunity is missed there will be no other opportunities afforded. Quizzes given during clinical time will be reflected in the clinical evaluation tool.

VI. SEMESTER GRADE COMPUTATIONS

A. Successful completion of the Prerequisite Math Exam. (Policy as stated above.)

B. For each scheduled clinical day, all applicable areas will be graded according to the grading criteria on the clinical evaluation tool. The faculty will inform the student of his/her progress in the clinical area.

C. Graded Clinical Experiences.
A student must achieve 70% or greater in the clinical rotations and must meet a minimum of 75% or better in each critical element by the end of the course.

1. Grading Criteria:
   Maximum number of points per Patient Care day = 84 points.
   Maximum number of points per Alternate Experience = 36 points.
   Maximum number of points per Simulation Clinical day = 84 points.
   Maximum number of points per Orientation day = 16 points.
   Maximum number of points per Observation day = 40 points.

   a. The total points achieved must equal 70% of the maximum possible points, 70% or better on the cumulative clinical average.

   b. The student must score 75% or greater in each critical element by the end of the clinical course. A student who fails to acquire 75% or greater in each critical element by the end of the clinical course will be considered unsafe. This will result in course failure. An average of 70% overall in the behaviors listed on the clinical evaluation tool does not guarantee success in the course.

   c. There is no rounding off of the final theory/clinical average.

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

2. Medication Experience: Pass/Fail
Performance will be reflected in the behaviors listed on the Clinical Evaluation Tool.
3. **Critical Elements: (Differentiated Essential Competencies of Graduates of Texas Nursing Programs. Texas Board of Nursing, October 2010)**

   a. **Member of a Profession (MOP)**
      1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the employing health care institution, practice setting, ADN Program and CTC.
      2. Demonstrate responsibility and accountability for the quality of nursing care provided to patients and their families.
      3. Maintain professionalism and serve as a role model to peers and members of the multidisciplinary health care team.

   b. **Provider of Patient-Centered Care (PPCC)**
      1. Demonstrate clinical reasoning and knowledge based on study and evidence-based practice outcomes as a basis for decision making in nursing practice.
      3. Examine assessment data to identify problems, formulate goals/outcomes, and develop plans of care for 1-3 patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
      4. Provide safe, compassionate, holistic nursing care to patients across the life span and their families through a broad array of health care services.
      6. Communicate accurately and completely and document responses of patient to prescription and nonprescription medication, treatments and procedures to other health care professionals clearly and in a timely manner.
      7. Evaluate and report patient outcomes and responses to therapeutic interventions utilizing evidence-based practice, and plan follow-up nursing care for patients throughout the life-span.

   c. **Patient Safety Advocate (PSA)**
      2. Implement measures to promote quality and a safe environment for patients, self, and others.
      3. Obtain instruction, supervision, or training from faculty as needed when implementing nursing procedures or practices.

   d. **Member of the Health-Care Team (MHCT)**
      1. Collaborate, and communicate with patients, their families, the interdisciplinary health care team, and clinical faculty to plan, deliver, and evaluate patient-centered care.

4. Factors which may constitute a clinical failure for the day and result in “0” points earned for that day include, but are not limited to:
   a. Failure to adhere to principles of total patient care
   b. Clinical unpreparedness
   c. Failure to notify the instructor in a timely manner of absence.
d. Unsafe behavior/practice

The following constitutes unsafe practice by the student:

(1) Violates or threatens the physical, psychological, microbiological, chemical, pharmacological, or thermal safety of the patient.

(2) Violates previously mastered principles / learning objectives / outcomes in carrying out nursing skills and deriving prudent nursing decisions.

(3) Fails to recognize or accept legal/ethical responsibility for his/her actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurse of the American Nurses Association.

(4) Fails to follow CDC Standard Precautions.

(5) Fails to adhere to CTC Department of Nursing and Allied Health policies. Disciplinary action will depend upon the severity of the unsafe practice. Disciplinary action may include, but will not be limited to, the following: verbal warning, written warning, formal reprimand, and/or course failure. A student can be failed at any time during the semester for unsafe practice as defined above. Some violations may be so unsafe as to result in immediate clinical failure.

5. If earned, sixteen (16) points each will be awarded on the evaluation tool for completion of the course orientation days. This includes lab activities, the dosage calculation exam, and other activities deemed appropriate for the rotation. Activities may include a unit tour, scavenger hunt, report, procedures, documentation and charting per facility protocol, other unit specific skills, and other activities, including simulation, deemed appropriate for the rotation.

7. A grade of “IP” will be given if Department of Nursing and Allied Health property is not returned before grades are officially posted. This includes laboratory supplies, audiovisuals, and other resources signed out for individual use.

8. Graded Nursing Care Plan. The student will complete one graded nursing care plan for a gerontology client according to the instructions and grading rubric. A late nursing care plan will not be accepted. No resubmission of a nursing care plan will be allowed.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: (Consistent with CTC policy)
B. Administrative Withdrawals: (Consistent with CTC policy)
C. Incomplete Grade: (Consistent with CTC policy)
D. Cellular Phones: Cellular phones 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 provides 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. Review the website at [www.ctcd.edu/disability-support](http://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/locations/central-campus/student-support/student-success-persistence/disability-support-services/](http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/)

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. **Clinical Site Guidelines:** Students must follow all guidelines for the clinical facility to which they are assigned. Most clinical sites are “no smoking” facilities. Students who reside on campus and utilize the CTC Dining facility may make arrangements to obtain sack lunches for clinical days. Students are not permitted to have visitors at the clinical locations. Students will adhere to CTC VN program cell phone policy noted in VII: D.

**VIII. COURSE OUTLINE**

Students will be assigned learning activities as available in the clinical setting to accomplish course outcomes.
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 (gtt)/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. Microdrip tubing has a drop factor of 60gtt/mL. Macrodrip tubing has a drop factor of 10, 15, or 20 gtt/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:
   1 pound (lb) = 16 ounces (oz) 1 kilogram (kg) = 2.2 pounds (lb)
   1 kilogram (kg) = 1000 grams (g) 1 gram (g) = 1,000,000 micrograms (mcg)
   1 gram (g) = 1000 milligrams (mg) 1 milligram (mg) = 1000 micrograms (mcg)
   1 unit (U) = 1000 milliunits (mU) 1 liter (L) = 1000 milliliters (mL)
   1 ounce (oz) = 30 milliliters (mL) 1 teaspoon (tsp) = 5 milliliters (mL)
   1 tablespoon (Tbsp) = 15 milliliters (mL) 1 oz of breast milk = 20 kilocalories (kcal)
   1 oz of baby formula = 20 kcal unless otherwise specified in problem
CONVERSION EXAM VNSG 1160

Policy: Each student must complete a 10 item conversion exam with a grade of 90% or higher in VNSG 1160. If unsuccessful on the 1st attempt, each student will have 2 more attempts to pass the exam with a grade of 90% or higher. The student must have passed the conversion exam with a grade of 90% or higher in order to safely administer medication. *If the student is unsuccessful after 3 attempts, the student will not meet minimum competency levels for medication administration and this will result in course failure for VNSG 1160.

Exam #1 grade _______  
Given on _________________

Student’s Signature ________________________
Faculty Signature _________________________

*I have reviewed the exam and was counseled.

Exam #2 grade _______  
Given on _________________

Student’s Signature ________________________
Faculty Signature _________________________

*I have reviewed the exam and was counseled.

Exam #3 grade _______  
Given on _________________

Student’s Signature ________________________
Faculty Signature _________________________

*I have reviewed the exam and was counseled.

* Unsuccessful Student:
Policy on Administration of Medications

During the one year course of instruction leading to the Vocational Nursing Certificate, the student will acquire the requisite knowledge, skills and abilities which will enable the safe administration of medications. To this end, the faculty of Central Texas College Department of Nursing and Allied Health sets forth these policies governing medication administration.

General Policies
1. The instructor will teach and supervise the preparation of medications on a one-to-one basis.
2. The student nurse will administer only those medications, which the student has prepared.
3. The student must identify the patient and explain any necessary procedures to the patient.
4. Before administering any medication ordered for the patient, the student must check the order on the chart; know/verbalize the action of the drug, dosage, side effects, nursing implications and the reason for its administration to that particular patient.
5. The instructor will teach and supervise the administration of medication on a one-to-one basis. The student will be under the continuous supervision of the instructor. Each instructor will specify to the respective head nurse/charge nurse which student nurses are to give medications and to whom the medication will be given.
7. In addition to the policies herein stated, the faculty and students of this school will adhere to any such additional written policies identified by the affiliating institution.

Policies Specific to Each Course

The administration of medications will be included in the student experience as follows:

1. During the course, VNSG 1227/1160, the student will be taught and will practice the skills of administering medication via the oral, topical, vaginal, rectal, nasogastric tube (gastrostomy tube), eye, ear, nasal, intramuscular, subcutaneous, and intradermal injection routes.
2. In addition to prior skills, during the course, VNSG 1429/1360/1560, the student will be taught and will practice the skills of administering medications via the intravenous and intravenous piggyback route; administering saline flushes, and initiating IV therapy.
3. In addition to prior skills, during the course, VNSG 1432/2360/2560, the student may be taught the hypothetical procedures for administering anti-neoplastic drugs, blood and blood components, and intravenous bolus/push medications.
4. **AT NO TIME** will a student be allowed to administer any of the following: blood or blood components, oxytocin, intravenous magnesium sulfate, experimental drugs, anti-neoplastic medications, or IV bolus/push medications with the exception of normal saline flushes to peripheral lines.
Central Texas College Vocational Nursing Students at the fundamental level may perform the following skills independently:

1. Utilize standard precautions on all patients/clients.
2. Obtain Vital signs (TPR & BP) orally, rectally, axillary, tympanic.
3. Make beds, unoccupied and occupied.
4. Perform AM care (bathing and oral hygiene).
5. Feed patients/clients.
7. Maintain intake and output calculations.
8. Provide comfort measures.
9. Provide emotional support to patient/client and family.
10. Ambulate and transfer patients/clients safely.
11. Provide diversional activities as needed.

Central Texas College Vocational Nursing Students may perform the following skills with Clinical Instructor supervision:

1. Monitor continuous tube feedings; flush G-tubes and administer bolus feeds.
2. Insert straight and Foley urethral catheters.
3. Administer enemas: soap suds, Fleet, retention.
4. Finger sticks.
5. Perform sterile dressing changes.
6. Perform wound irrigations.
7. Care for patients/clients with trach tubes; perform trach care.
8. Collect sputum, stool, and urine specimens.
9. Apply, maintain, discontinue O₂ via cannula or mask.
10. Document assessments, interventions, and evaluations on appropriate forms.
11. Other specific skills at the discretion of the instructor and staff.
12. Medications - as outlined in the Policy on administration of medications.

All procedures will be performed according to health care agency policies and physician orders.
Clinical performance is evaluated using a scale of 0 - 4 on each clinical objective each day. The final course grade is derived by totaling the daily points at the end of each rotation/semester. A grade of “C” (70%) indicates that the student has achieved stated clinical competencies at the minimum defined level.

At the time of the final clinical evaluation, ALL behaviors must be satisfactorily performed at the level of competency defined for the course as identified in the course syllabus.

On a daily basis the student and faculty evaluate the student's clinical performance utilizing the following points:

- **I** Independent = 4 points
- **S** Supervised = 3 points
- **M** Minimally Assisted = 2 points
- **A** Assisted = 1 point
- **D** Dependent = 0 points

The faculty will complete the Clinical Evaluation Form for each clinical day and confer with the student regarding clinical performance. Space for faculty and student comments is provided. Definitions of each performance standard and the level at which each objective is met by the student will be discussed at the required conference. This clinical evaluation form will become a part of the student’s permanent record.

**FINAL CLINICAL GRADE**

My signature acknowledges that I have seen and discussed the final clinical evaluation with the responsible faculty.

---

Faculty Date Student Date
If the student demonstrates behavior unsafe for a client on any day, the student may receive a failing grade for the entire clinical experience, thus failing the course.

The student must pass a dosage calculation exam with a 90% or better by an announced date as detailed in the course syllabus.

If, during the medication experience, the student does not achieve a rating at the level of competency defined, the student will receive a failing grade for the entire clinical experience, thus failing the course. When possible a student that is deficient in the area may be given an extra medication experience, but this cannot be guaranteed.

**Clinical Performance Requirements:** At the end of the designated rotation/semester, ALL behaviors must be performed at the level of competency defined, to constitute a passing clinical grade. A **rotation or final** clinical evaluation average of less than 70% constitutes a course failure.

* Critical Elements: expected behaviors considered critical to successful completion of the learning experience. In order for a student to progress the student must meet each critical element with a minimum of 75% or better at the end of each clinical course.

### Expected Level of Performance per Clinical Level

<table>
<thead>
<tr>
<th>Behavior (Capstone)</th>
<th>Clinical Nursing Level</th>
<th>I</th>
<th>II</th>
<th>III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member of a Profession</strong></td>
<td></td>
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</tr>
<tr>
<td>*1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the practice setting, VN program, and CTC.</td>
<td>S</td>
<td>I</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>*2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.</td>
<td>I</td>
<td>I</td>
<td>I</td>
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<tr>
<td>*3. Maintain professionalism and serve as a role model to peers and members of the multidisciplinary health care team.</td>
<td>I</td>
<td>I</td>
<td>I</td>
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<tr>
<td>4. Demonstrate responsibility for continued competence in nursing practice, and use self-evaluation to improve practice.</td>
<td>A</td>
<td>S</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td><strong>Provider of Patient-Centered Care</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*1. With assistance, perform a basic assessment accurately and in a timely manner.</td>
<td>A</td>
<td>M</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>*2. With assistance provide safe, compassionate, ethical, and holistic nursing care to patients.</td>
<td>A</td>
<td>S</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>3. Organize care based upon clinical reasoning and identified priorities.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
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<tr>
<td>4. Report assessment data to assist in identifying problems, formulating goals/outcomes and developing plans of care for 1-3 patients.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>5. Use therapeutic communication techniques when interacting with patients, families, peers, faculty, and members of the multidisciplinary health care team.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>6. Implement teaching plans for patients and their families with common health problems and well-defined learning needs.</td>
<td>A</td>
<td>M</td>
<td>S</td>
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</tr>
<tr>
<td><strong>Patient Safety Advocate</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. 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.</td>
<td>A</td>
<td>M</td>
<td>S</td>
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</tr>
<tr>
<td>*2. With assistance, safely administer medications.</td>
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<td>S</td>
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</tr>
<tr>
<td>*3. With assistance safely perform interventions/procedure.</td>
<td>A</td>
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<td>I</td>
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</table>
*4. Maintain principles of infection control. I I I
*5. Obtain instruction, supervision, or training from faculty, as needed when implementing nursing interventions/procedures. I I I

*6. Accept assignments and tasks that take into consideration patient safety and VN and organizational policies. S I I

**Member of the Health Care Team**

*1. Maintain confidentiality according to HIPAA guidelines I I I
*2. Communicate changes in patient status, responses to interventions, procedures or medications, any abnormal findings, and unsafe practice issues to faculty and staff clearly and in a timely manner I I I
3. Collaborate and communicate with patients, their families, the interdisciplinary health care team, and clinical faculty to assist in planning, delivery, and coordination of patient-centered care. A M S
4. Participate as an advocate in promoting quality health care for patients and their families. A M S
5. Document information accurately, completely, and in a timely manner. A S I
6. Assign nursing care to LVNs or unlicensed personnel based on analysis of patient or unit need. (Semester 3 only) NA NA S
7. Supervise nursing care provided by others for whom the nurse is responsible. (Semester 3 only) NA NA S

Differentiated Essential Competencies of Graduates of Texas Nursing Programs. The Texas Board of Nursing, October 2010.

I = Independent - 4 pts.
S = Supervised - 3 pts.
M = Minimally Assisted - 2 pts.
A = Assisted - 1 pt.
D = Dependent - 0 pts.
Student criterion-referenced performance standards are defined as follows for clinical evaluations. Read the standards for each level of competency carefully. Each grading level should be based on the level of knowledge and competence of the student for the semester in which they are in.

**INDEPENDENT = 4 POINTS**
- Performs at expected level, safely and accurately each time* behavior observed
- Performs without supportive cues* from instructor.
- Demonstrates dexterity in completion of tasks and behavior. *
- Spends minimal time on task. *
- Exhibits relaxed and confident behavior.
- Applies theoretical knowledge accurately each time based on level of knowledge. *
- Focuses on patient while giving care. *
- Demonstrates confidence

**SUPERVISED = 3 POINTS**
- Performs at expected level, safely and accurately each time* behavior observed
- Requires minimal supportive or directive cues during performance of task. *
- Demonstrates dexterity, but uses some unnecessary energy* to complete behavior/activity.
- Spends reasonable time on task. *
- Exhibits relaxed and confident; occasional anxiety may be noticeable.
- Applies theoretical knowledge accurately with occasional cues.
- Focuses on patient initially; as complexity increases, focuses on task. *

**MINIMALLY ASSISTED = 2 POINTS**
- Performs at expected level, safely and accurately each time* observed
- Requires frequent supportive and occasional directive cues. *
- Demonstrates partial lack of skill and/or dexterity* in organization of activity; awkward
- Takes longer time* to complete task; occasionally late.
- Exhibits poor planning and time management.
- Identifies principles, but needs direction to identify application.
- Focuses primarily on task, not on patient. *

**ASSISTED = 1 POINT**
- Performs safely with assistance, *not always accurate.
- Requires continuous supportive and directive cues. *
- Demonstrates lack of skill; uncoordinated* in majority of behavior.
- Performs task with considerable delay; activities are disrupted or omitted. *
- Exhibits anxious, flustered behavior.
- Identifies fragments of principles; applies principles inappropriately.
- Focuses entirely on task, not on patient. *

**DEPENDENT = 0 POINTS**
- Performs in an unsafe* manner; unable to demonstrate behavior.
- Requires continuous supportive and directive cues. *
- Performs in an unskilled manner; lacks organization.*
- Exhibits inactive, non-productive behavior.
- Unable to identify principles or apply them.
- Attempts activity or behavior, yet is unable to complete. *
- Unable to focus entirely on task and/or patient. *

* Distinctive feature of the level of competence.

### A. MEMBER OF A PROFESSION

1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the practice setting, VN program and CTC.

2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.

3. Maintain professionalism and serve as a role model to peers and members of the multidisciplinary health care team.

4. Demonstrate responsibility for continued competence in nursing practice and use self-evaluation to improve practice.

### B. PROVIDER OF PATIENT-CENTERED CARE

1. With assistance, perform a basic assessment accurately and in a timely manner.

2. With assistance, provide safe, compassionate, ethical, and holistic nursing care to patients.

3. Organize care based upon clinical reasoning and identified priorities.

4. Report assessment data to assist in identifying problems, formulating goals/outcomes and developing plans of care for assigned patients.

5. Use therapeutic communication techniques when interacting with patients, families, peers, faculty, and members of the multidisciplinary health care team.

6. Implement teaching plans for patients and their families with common health problems and well-defined learning needs.

### C. PATIENT SAFETY ADVOCATE

1. 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.

2. With assistance, safely administer medications.

3. With assistance, safely perform interventions/procedures.

4. Maintain principles of infection control.

5. Obtain instruction, supervision, or training from faculty, as needed when implementing nursing interventions/procedures.

6. Accept assignments and tasks that take into consideration patient safety and VN and organizational policies.
### D. MEMBER OF THE HEALTH CARE TEAM

*1. Maintain confidentiality according to HIPAA guidelines.

*2. Communicate changes in patient status, responses to interventions, procedures or medications, any abnormal findings, and unsafe practice issues to faculty and staff clearly and in a timely manner.

3. Collaborate, and communicate with patients, their families, the interdisciplinary health care team, and clinical faculty in planning, delivery, and coordination of patient-centered care.

4. Participate as an advocate promoting quality health care for patients and their families.

5. Document information accurately, completely, and in a timely manner.

6. Assign nursing care to LVNs or unlicensed personnel based on analysis of patient or unit need. (Applies only to capstone clinical course)

7. Supervise nursing care provided by others for whom the nurse is responsible. (Applies only to capstone clinical course)

**Medications given:**
Type: PO, SC, IM, PR, IVPB, etc.
A=Adult, N=Newborn

**Procedures done:**
IV, D/C IV, Foley, D/C Foley, I/O Catheter, Newborn Screen, Wound Care, Blood Draw, etc.

**TOTAL**

---

Max. Available points: Patient Care Day/Simulation Day = 84 (absences 4/84); Alternate Experience = 36 (absences 4/36); Orientation Days = 16 (absences 4/16)

Each element is worth a maximum of 4 points. 4 pts. = Independent; 3 pts. = Supervised; 2 pts. = Minimally Assisted; 1 pt. = Assisted; 0 pts. = Dependent

*Critical element- must achieve a 75% on each critical element to be successful in each clinical course.*
In order to progress the student must meet each critical element with a minimum of 75% or better at the end of each clinical course.

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<td>-----------------------------------</td>
</tr>
<tr>
<td>Absences: ________________________</td>
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<tr>
<td>Tardies: _________________________</td>
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<tr>
<td>Student Signature: ________________</td>
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<td>Date: ___________________________</td>
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<tr>
<td>Instructor Signature: ____________</td>
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</table>

VNSG 1160  26
My signature acknowledges that I have read and understand the syllabus, course format, clinical evaluation tool, and testing policy for VNSG 1160, VN Clinical-Practical Nurse I, and I agree to abide by the terms set forth in this document.

__________________________
Printed Name

__________________________
Signature  Date